



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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Canc: Jan 04

CCBul 5000

107

21 Nov 03

COMBAT CENTER BULLETIN 5000

From: Commanding General
To: Distribution List

Subj: MANPOWER MANAGEMENT ENLISTED ASSIGNMENT (MMEA) VISIT TO THE MARINE
CORPS AIR GROUND COMBAT CENTER (MCAGCC)

Ref: (a) I MEF LOI 5000 G-1 of 13 November 2003

Encl: (1) MMEA Briefing Schedule
(2) Members of MMEA Visiting Team and Location

1. Situation. This Bulletin is published to provide information and assign execution responsibilities for the upcoming MMEA visit scheduled for 9 - 10 December 2003.

2. Mission

a. Per the reference, MMEA will visit the MCAGCC to conduct personal interviews, provide career counseling, and present retention briefing which targets officers and enlisted Marines at every command level.

b. The MMEA's goals are to support commanders and their Marines when making assignment/retention decisions and to strengthen the communication between Headquarters Marine Corps (HQMC) and the various units at bases and stations all across the globe.

c. In order to make this a productive visit, all commanders, directors, and Officers-in-Charge (OICs) must enable maximum participation at every unit level and will also ensure that each enlisted Marine has the opportunity to attend the designated briefings and meet with their monitors and/or career counselors.

3. Execution

a. Commander's Intent

(1) The informational briefings will be provided to all Marines by peer groups to explain pertinent policies affecting their careers.

(a) Primary Military Occupational Specialty (MOS) Monitor Interviews. Will be available to discuss career options and duty station assignments with individual Marines. Due to the large volume of Marines, the personal interviews and counseling sessions will be done on a first-come, first-served basis. The enclosures list the briefing schedules and location.

(b) Career Counselor Interviews. Will be available to provide individual counseling to any sergeant and above. Marines must have a copy of their Master Brief Sheet (MBS), fitness reports or their Official Military Personnel File (OMPF).

(c) MMEA Overview Command Brief. Given by Colonel (Col) Fraser-Darling, the target audience for the Command brief is all officers. Other interested parties are highly encouraged to attend. Enlisted Marines issues will be discussed to include assignments, retention, staffing, and unit cohesion.

(d) MMEA Branch Sergeant Major's Brief. Targets all senior enlisted staff-noncommissioned officers (SNCO) (E-8's and E-9's) and discusses issues pertaining to assignment and retention of enlisted Marines. It will be followed by individual career counseling of Sergeants Major and 1st Sergeants by the MMEA branch Sergeant Major.

(e) Career Brief 101. Targets all career Marines, Sergeant (Sgt) through Master Sergeant (MSgt) and focuses on individual awareness of competitiveness, retention, and Primary Military Education (PME) requirements.

(f) Career Brief 501. This brief will focus on Marines who write Fitness Reports (Officers) and Marines who have a hand in checking them before submission to HQMC (E-8's/E-9's). The focus of the brief is the impact of the Performance Evaluation System on SNCO promotion, retention, and assignment.

(g) Fiscal Year 2004 (FY04) First-Termers Brief. Targets Marines on their first enlistment. Topics include issues and policies surrounding retention to include the First Term Alignment Plan (FTAP), lateral moves, reenlistment incentives and special duty assignments.

(h) Reenlistment Authority. The MMEA will also provide "on the spot" approval authority for any reenlistment packages presented to them during their visit.

(2) Uniform. The uniform for all briefs, monitor interviews, and career counseling's is camouflage utilities.

(3) List of visitors. Col Fraser-Darling, Head, Enlisted Assignments Branch, will be the senior member of the visiting team. A detailed list of visitors is provided in enclosure (2).

b. Concept of Operations

(1) Commanders

(a) On the date/time indicated in enclosure (1), ensure that all of your Marines attend the required briefs and encourage them to conduct one-on-one interviews with their monitors and career counselors.

(b) Ensure that members of your command are seated 15 minutes prior to the start time of each designated session. Each command is responsible for their personnel accountability.

(c) Ensure your career planners are closely involved with this visit. "On-the-spot" reenlistment authority may be granted by MMEA, so commanders and career planners must be prepared to execute immediate reenlistment ceremonies.

(2) Director, Manpower Directorate

- (a) Coordinate all aspects of the subject visit.
- (b) Reserve billeting spaces for all visiting personnel.
- (c) Schedule appropriate in and out calls for the senior visiting official.
- (d) Ensure all travelers are greeted and delivered to their quarters by ground transportation.
- (e) Provide audiovisual equipment support as requested in the references.
- (f) Provide any additional support as necessary.

(3) Director, Marine Corps Community Services Directorate

- (a) Ensure the club facilities and base theater are available for the scheduled briefs.
- (b) Ensure the base marquee advertises the upcoming visit.

(4) Director, Installation and Logistics Directorate

- (a) Ensure government sedans and vans with gas credit cards are obtained and ready for issue to the designated MMEA representatives upon their arrival.
- (b) Ensure billeting spaces are available for all visiting personnel.

(5) Director, Communications and Data Directorate. Ensure Defense Switched Network (DSN) and Local Area Network (LAN) lines are available at the interview and counseling locations for calls and laptop internet connectivity to HQMC.

(6) Public Affairs Officer

- (a) Publicize the visit with appropriate articles in the "Observation Post" and notices on the base television channel.
- (b) Include the MMEA visit in the daily speedcall.

(7) Points of Contact. Warrant Officer Thomas C. Snoke, MCAGCC Personnel Officer, 830-7440 or Gunnery Sergeant Raymond B. Hall, MCAGCC Career Retention Specialist, 830-6171.

4. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General are distributed via e-mail. This Bulletin can be viewed at <https://www.29palms.usmc.mil/dirs/manpower/adj/index.asp>.

5. Command and Signal

- a. Signal. This Bulletin is effective the date signed.
- b. Command. This Bulletin is applicable to the Marine Corps Total Force.


J. D. NICHOLS
Chief of Staff

DISTRIBUTION: A-1 plus HQMC (MMEA)

MMEA Briefing Schedule

Tuesday, 9 December 2003

| <u>TIME</u> | <u>EVENT/BRIEF</u> | <u>LOCATION/BLDG#</u> |
|-------------|--|---------------------------------|
| 0730-0915 | Career Brief 101 | Protestant Chapel Sanctuary |
| 0800-0930 | First-Term Brief (1) * (HQ 7th Mar, 1/7, 2/7, 3/7, 3/11, 3/4, 1st Tanks, 3d LAR, D Co AABN) | Sunset Theater |
| 0800-1000 | MMEA SgtMaj's Brief | Hashmarks SNCO club (bldg 1531) |
| 0830-1030 | MMEA Overview Command Brief | TTECG auditorium (bldg 1587) |
| 1000-1130 | First-Term Brief (2) * (MCCES, CSSG-1, MWSS-374, VMU-1, HQBN, Directorates, Special staff) | Sunset Theater |
| 1000-TBA | Monitor Interviews | Designated Location |
| 1300-1500 | Career Brief 501 | Protestant Chapel Sanctuary |
| 1500-TBD | Air monitors in route to Yuma for 10 Dec intvs. | |
| 1700-TBA | Sgts and below social with the MMEA monitors at Excursions. | |

Wednesday, 10 December 2003

| <u>TIME</u> | <u>EVENT/BRIEF</u> | <u>LOCATION/BLDG#</u> |
|-------------|--|-----------------------|
| 0700-COB | TBD Monitors in route to MCLB Barstow for intvs. | |
| 0730-TBA | Monitor Interviews | Designated Location |
| 1700-TBA | SNCO social with the MMEA monitors at Hashmarks SNCO club. | |

ENCLOSURE (1)

Members of MMEA Visiting Team and Twentynine Palms Locations

| <u>BRANCH</u> | <u>RANK</u> | <u>MONITOR</u> | <u>SECTION</u> | <u>LOCATION</u> | <u>BLDG</u> |
|---------------|-------------|----------------|--------------------------|----------------------------|-------------|
| MMEA | COL | FRASER-DARLING | HEAD, MMEA | CG's CONFERENCE ROOM | 1559 |
| MMEA | SGTMAJ | PEREZ | BRANCH, SGTMAJ | CG's CONFERENCE ROOM | 1559 |
| MPP-20 | MAJ | ROSS | PLANS/POLICY | CG's CONFERENCE ROOM | 1559 |
| MMEA-1 | GS-13 | REED | DISTRIBUTION | CG's CONFERENCE ROOM | 1559 |
| MMEA-6 | LTCOL | FITZPATRICK | HEAD, MMEA-6 | CG's CONFERENCE ROOM | 1559 |
| | MSGT | COON | COUNSELOR | I&L CONFERENCE ROOM | 1554 |
| | GYSGT | SULLIVAN | TRIP COORDINATOR | CG's CONFERENCE ROOM | 1559 |
| | GYSGT | HALE | PROCESSING CHIEF | CG's CONFERENCE ROOM | 1559 |
| | GYSGT | FULLER | COUNSELOR | I&L CONFERENCE ROOM | 1554 |
| MMEA-8 | LTCOL | LOONEY | MMEA-8 | CG's CONFERENCE ROOM | 1559 |
| MMEA-82 | MAJ | PAGE | UNIT HEAD | CG's CONFERENCE ROOM | 1559 |
| | MSGT | KNOX | 0369 | HQBN CLASSROOM | 1457 |
| | MSGT | ROGERS | 352X | NMCR HOPE ROOM #89 | 1551 |
| | GYSGT | DEYOUNG | 353X | NMCR HOPE ROOM #89 | 1551 |
| | MSGT | ALI | 58XX | PMO PROVOST SGT'S OFFICE | 1407 |
| | MSGT | MITCHELL | 0321 | HQBN CLASSROOM | 1457 |
| | MSGT | GONZALES | 08XX | 3/11 CLASSROOM | 1410 |
| | GYSGT | MULHOLLAND | 03XX | HQBN CLASSROOM | 1457 |
| | GYSGT | KREAMER | 0311 | HQBN CLASSROOM | 1457 |
| | MSGT | HERMES | 18XX/57XX | 1ST TANKS CONFERENCE ROOM | 1600 |
| | GYSGT | MITCHELL | 02XX | HQBN CLASSROOM | 1457 |
| MMEA-83 | CAPT | MCCAFFREE | MMEA-83 Asst Unit Head | CG's CONFERENCE ROOM | 1559 |
| | MSGT | GREEN | 3043 | TE OFFICE | 1102 |
| | MSGT | JOHNSON | 21XX | NMCR HOPE ROOM #89 | 1551 |
| | MSGT | TAYLOR | 1371 / 1361/46XX | NMCR HOPE ROOM #89 | 1551 |
| | MSGT | PETTY | 3381 | BFS OFFICE | 1102 |
| | MSGT | ANDERSON | 0193/05XX | IPAC CONFERENCE ROOM | 1459 |
| | MGYSGT | BELLEVAANCE | 04XX | MILITARY PERS OFFICE RM 61 | 1551 |
| | GYSGT | DIXON | 3044/3051/3112 | TE OFFICE | 1102 |
| | GYSGT | MENDOZA | 11XX/2336 | EOD CONFERENCE ROOM | 1306 |
| | GYSGT | LLEWELLYN | 0151/43XX | IPAC CONFERENCE ROOM | 1459 |
| MMEA-84 | MAJ | BROUGHTON | MMEA-84 UNIT HEAD | CG's CONFERENCE ROOM | 1559 |
| | MGYSGT | FORD | 6019-6046,6211-6242,73XX | WING CONFERENCE ROOM | 1659 |
| | GYSGT | WOODY | 65XX,70XX | WING CONFERENCE ROOM | 1659 |
| | GYSGT | STOVALL | 61XX | WING CONFERENCE ROOM | 1659 |
| | MSGT | NORTON | 28XX | MCCES PAC CONFERENCE ROOM | 1865 |
| | GYSGT | SHINGLER | 06XX | MCCES PAC CONFERENCE ROOM | 1865 |
| | GYSGT | MICHAELIS | 59/68/72XX | WING CONFERENCE ROOM | 1659 |
| | MSGT | HERRERA | 6042,6062,607X,628X,6092 | WING CONFERENCE ROOM | 1659 |
| | MGYSGT | HELM | 06XX | MCCES PAC CONFERENCE ROOM | 1865 |
| | MSGT | RUSSMAN | 26XX | HQBN CLASSROOM | 1457 |

ENCLOSURE (2)